

COUNTY OF SUFFOLK



OFFICE OF THE COMPTROLLER

JOSEPH SAWICKI, JR.
Comptroller

REQUEST FOR QUOTES

**Agreed-Upon Procedures
relative to the
Suffolk County Department of Public Works
Transportation Division's
2009 and 2010 National Transit Database Reports**

The Suffolk County Department of Audit & Control is seeking proposals from qualified CPA firms regarding the above referenced agreed-upon procedures. Your bid proposal should encompass agreed-upon procedures to be conducted for the two separate periods of the County's annual reporting requirements. The following minimum requirements must be met to be considered for this engagement:

- Certify that you are a licensed CPA in the State of New York.
- Certify that you meet the independence requirements of the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions (Government Auditing Standards – "Yellow Book").
- Certify that you have no record of poor quality audit work.
- Submit evidence of having received a satisfactory peer review within the last three years.

If you meet these qualifications and are interested in submitting a proposal regarding these agreed-upon procedures, excerpts from the Federal Transit Administration's 2009 National Transit Database Reporting Manual describing the scope of services to be provided along with suggested audit procedures will be provided to you. Please contact Elizabeth Tesoriero, CPA, Executive Director of Auditing Services by fax (631-853-5964) and by e-mail (elizabeth.tesoriero@suffolkcountyny.gov) for the Reporting Manual excerpts.

Your proposal must include price quotes for the 2009 and 2010 periods, a description of your firm's technical experience and a description of the qualifications of the staff that will provide the services. Proposals must be received no later than February 10, 2010.

Please note that the 2009 National Transit Database Report is due in the office of the Federal Transit Administration by April 30, 2010.